

# Management Evaluation Process

# Management Tool Used by FNS to:

- determine effectiveness of SA program performance;
- provide timely technical assistance; and
- assess SA's compliance with regulations, instructions and policies.

# **The Management Evaluation covers:**

- critical areas of program management;  
and
- targets areas of program vulnerability.

# **The ME may include a review of the FDP for:**

- Schools/Charitable Institutions;
- TEFAP;
- CSFP; and
- FDPIR.

# **It may also include:**

- the State Processing Program; and
- warehouse reviews.

# **The ME process allows each RO to design the SA review based on:**

- knowledge of individual program operations; and
- RO staffing considerations.

# Scope of Review

- Last completed FY through the date of review
- Follow-up on corrective action from prior ME
- May include local level reviews

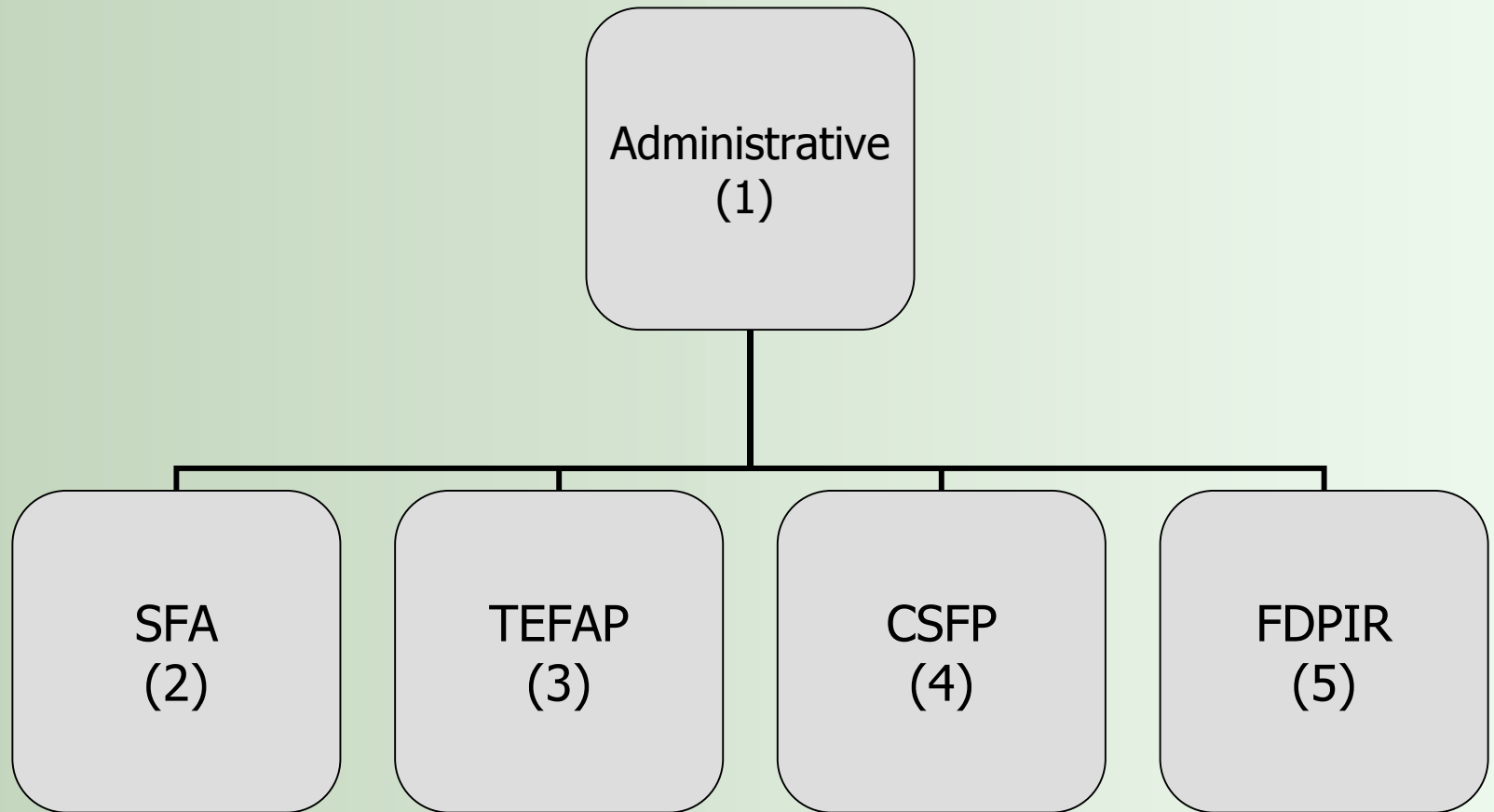
# The report includes:

- commendations;
- areas in which the SA must take corrective action; and
- suggestions for program enhancement.



# Management Evaluations

## 7 Modules Planned



# Management Evaluation Modules

Warehouse  
(6)

Processing  
(7)

# Administrative Module

- I. Program Administration
- II. Information Dissemination
- III. Training and Technical Assistance
- IV. Civil Rights
- V. Inventory Control
- VI. Financial Management

# **Administrative Module (continued)**

- VII. Communications
- VIII. Eligibility/Agreements/Contracts
- IX. Commodity Complaints/Holds and Recalls
- X. Commodity Losses/Claims
- XI. Audits/Audit Requirements

# Part I. Program Administration

- State Agency Issues
- Staffing
- State Laws, Policy, Legislation

[Administrative Module]

# **Part II. Information Dissemination**

- **Written Procedures/Procedures Manual**

[Administrative Module]

# **Part III. Training and Technical Assistance**

- A. State, RA and LA Staffs
- B. Civil Rights

[Administrative Module]

# Part IV. Civil Rights

- A. Assurances
- B. Complaints
- C. State Compliance
- D. Compliance Reviews
- E. Data Collection and Maintenance

[Administrative Module]



# Part V. Inventory Control

- A. Single Inventory
- B. Accountability Procedures
- C. Transfers/Redonations

[Administrative Module]

# Part VI. Financial Management

- Salvage Account

[Administrative Module]

# **Part VII. Communications**

[Administrative Module]

# **Part VIII.**

## **Eligibility / Agreements / Contracts**

- A. Subrecipient Agency/RA
- B. School Module Only
- C. TEFAP Module Only
- D. CSFP Module Only
- E. Warehouse Contracts
- F. FSMC Contracts

[Administrative Module]

# **Part IX. Commodity Complaints/Holds and Recalls**

[Administrative Module]

# **Part X. Commodity Losses/Claims**

[Administrative Module]

# **Part XI. Audits/Audit Requirements**

[Administrative Module]